

# Membership Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Membership Coordinator's Name]

[Hospitality Association Name]

[Association Address]

[City, State, ZIP Code]

Dear [Membership Coordinator's Name],

I am writing to inquire about the membership opportunities available within the [Hospitality Association Name]. As an organization dedicated to enhancing the hospitality industry, we are keen to explore how membership could benefit us and contribute to the overall goals of the association.

Could you please provide more details about the membership categories, associated fees, and the benefits that members receive?

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]